

SECRET

(When Filled In)

Approved For Release 2005/08/22 : CIA-RDP87-01130R000100110017-0

REQUEST FOR REIMBURSEMENT  
OR PAYMENT

1. VOUCHER NO.

3. NAME OF CLAIMANT (LAST, FIRST, MIDDLE INITIAL)

4. EMPLOYEE NO.

5. OFFICE  
Chairman/FAC  
OIG

PAYABLE TO

ROOM

BUILDING

AMOUNT

6E18

HQS.

\$14.60

7. TYPE OF ADVANCE

8. ACTIVITY NUMBER

9. DUE DATE

PURPOSE (FIRST 24 CHARACTERS OF EACH LINE WILL BE ENTERED):

10. WHAT:

Lunch for Marc Mellon (sculptor) and Vincent Melzac (art donor)

11. WHERE:

Rocco's (McLean)

12. WHEN:

1 April 1983

13. WHY:

For the purpose of maintaining a working relationship on behalf of the  
Fine Arts Commission with a sculptor whose works we are exhibiting and a

16. OBLIGATION REFERENCE NO.

noted art donor.

14. EXP  
CODE15. AGENCY  
CODETYPE  
ORN

SUB #

17.  
SOCLIQ  
CD18.  
AMOUNT

I CERTIFY FUNDS ARE AVAILABLE

DATE

AUTHORIZED SIGNATURE

P

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AUTHENTICATION

DATE

SIGNATURE OF APPROVING OFFICER

CERTIFICATE FOR PAYMENT OR CREDIT

DATE

SIGNATURE OF CERTIFYING OFFICER

PAYMENT INSTRUCTIONS

DESIGNATION OF AGENT TO PICK UP FUNDS

I authorize my agent, whose signature appears below, to receive  
\$ 14.60 of official funds on my behalf and acknowledge  
receipt of such funds and my responsibility therefor, when paid to  
my agent.

DATE

SIGNATURE OF AGENT

13 Apr 83

DATE

13 Apr 83

AMOUNT

CHECK NO.

DATE

SIGNATURE

14.60 rec'd 4/25/83

CERTIFICATION (Check when applicable)

☐ REIMBURSEMENT

I certify that the disbursements itemized above were  
necessarily made by me and that I have not been nor will I  
be reimbursed therefor from any other source and that this  
claim and attachments are true and correct.

☐ PERSONAL SERVICES

The amount requested is due the payee for satisfactory  
performance of duties in accordance with the terms of his  
contract or other written or oral agreements.

DATE SIGN

13 Apr 83

TRANS  
CODE

G AREA

MON

CONTROL

DATE

PREPARED BY

EXT

DATE

REVIEWED BY

TOTAL

83-0951

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Request for Approval of Expenses Incurred

FROM: [REDACTED] EXTENSION NO.

Chairman, Fine Arts Commission

April 1983

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw across column after each comment.)
	RECEIVED	FORWARDED		
1. A DDA, Room 7D18	1-1 APR 1983		J	APPROVAL
2. AO/DCI, Room 7C19	4/4		R	APPROVAL
3. C/FAC, Room 6E18				
4.				
5.				
6.				
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12.				
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14.				
15.				

83-0951

7 April 1983

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration  
Administrative Officer, DCI

FROM: [REDACTED]  
Chairman, Fine Arts Commission

SUBJECT: Request for Approval of Expenses Incurred  
[REDACTED]

1. Approval is requested for expenses incurred [REDACTED]

2. I believe the expenditure of appropriate funds is authorized [REDACTED] for the cost of lunches on 1 April 1983 for the purpose of maintaining a working relationship on behalf of the Fine Arts Commission with a noted art donor and a sculptor whose work is currently on display in the Exhibit Hall.

3. My guests were Marc Mellon (sculptor) and Vincent Melzac (art donor). I originally planned to have lunch at the cafeteria in the building; however, the cafeteria was closed by the time we finished our work on the exhibit. I therefore took my guests to lunch in McLean.

4. The cost of this luncheon was \$14.60 for Messrs. Mellon and Melzac. No claim is being made for the cost of my lunch.



DD/A Registry
83-0951

APPROVAL:

STAT

[Redacted Signature]

Deputy Director for Administration

4/11/83  
Date

I certify the availability of funds in the amount indicated in paragraph 4.

STAT

[Redacted Signature]

Budget and Fiscal Officer, DCI

4/11/83  
Date

STAT

[Redacted Signature]

Executive Officer

4/11/83  
Date